*Figure 423: Insert Version Comment
dialog*

3) After you enter your comment and click **OK**, the new version is included in the Existing Versions list (Figure 424).

4) Save the file. Both versions are now included in the same file.

From this point you can:

- View an old version – Select the version and click **Open**. A read-only copy of a previous version opens.

- Compare all versions – Clicking **Compare** performs an action similar to merging documents. A Manage Changes dialog opens, showing all of the changes through the different versions.

- Review the version comments – Select a version and click **Show** to display the full comments made by yourself or other reviewers.

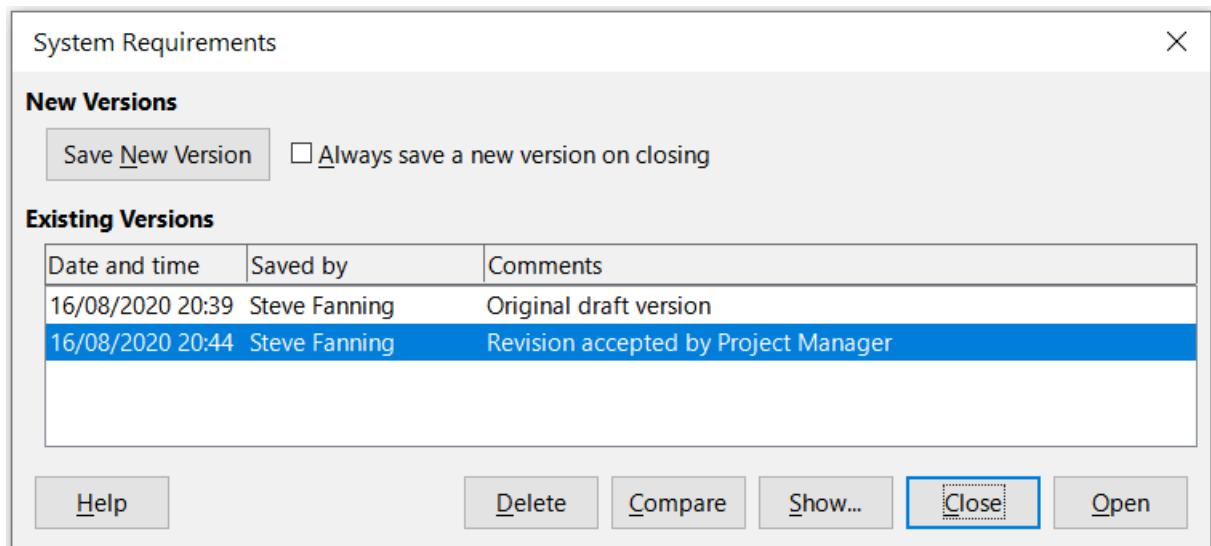- Delete a version – Select a version and click **Delete**. Be careful with this option, when deleting a version, there is no request for confirmation.



*Figure 424: Updated version list*